Brigade S-1 Operations

BRIGADE S-1
TO PREPARE ADJUTANT GENERAL'S CORPS OFFICERS, WARRANT OFFICERS, AND NONCOMMISSIONED OFFICERS TO INTERPRET, INTEGRATE, COORDINATE, AND IMPLEMENT ARMY HR PROGRAMS AND POLICIES AT THE BRIGADE S-1 LEVEL
CORE COMPETENCIES AND KEY FUNCTIONS
Provide Human Resources Support

Course Administration

Senior Leader Training Division
Adjutant General School

Bottom Line Up Front

- Two-week resident course
  - Monday – Friday
  - 0800-1130 / 1300-UTC
- Format:
    - Lecture/Small Group
    - Guest speakers
    - Hands-on systems training
    - Practical exercises
- Uniform is UCP, Multicam, or Scorpion
- PT is conducted on your own – follow post rules

In-processing

- Echo Company, 369 AG Battalion (Student Detachment)
- DA Form 31 (if TDY enroute)
- DD Form 1610 (TDY authorization) or Orders
- SHARP Counseling Statement (sign after SHARP briefing)
- Computer User Agreement

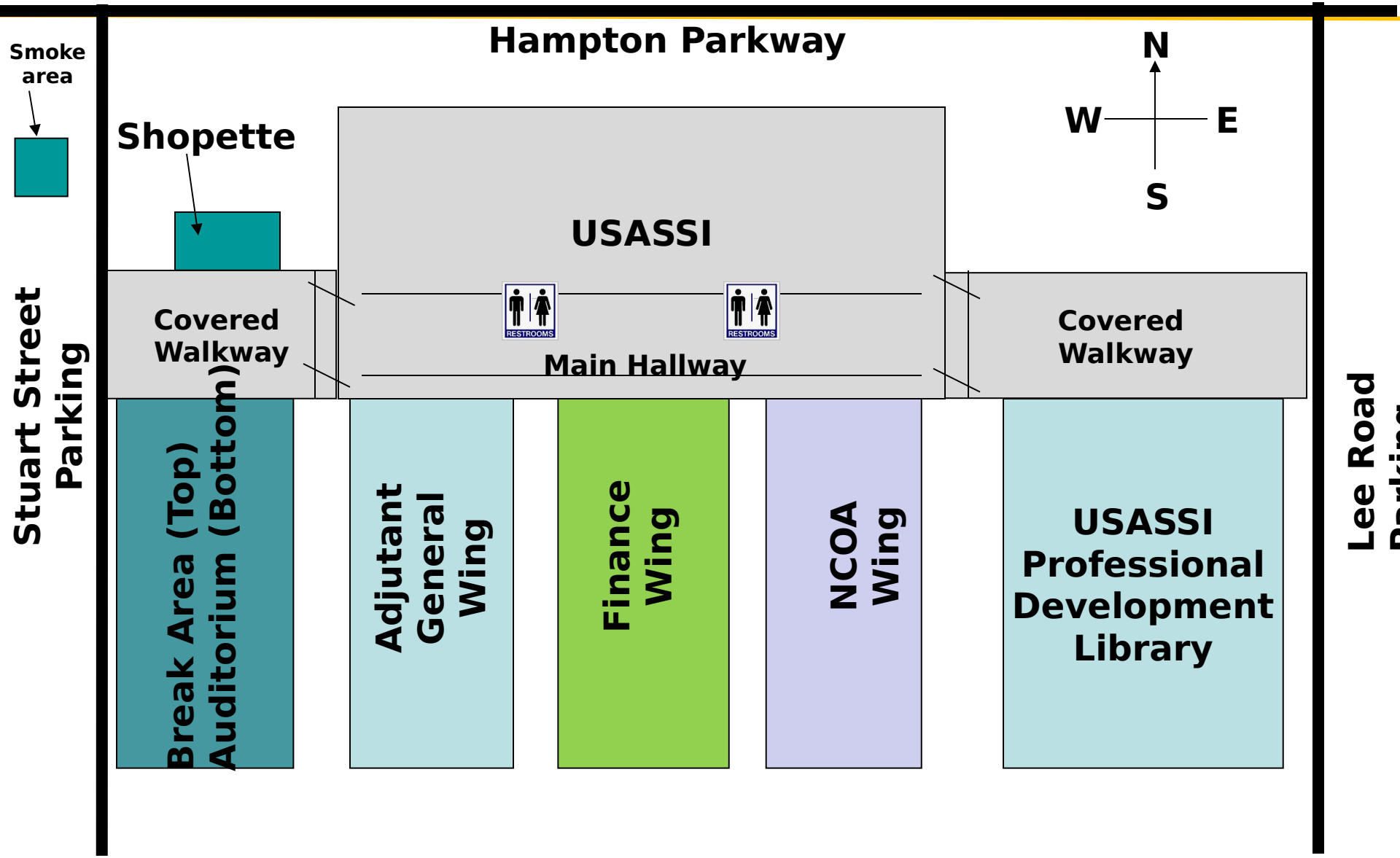
Funding

- **This course is not approved MTSA funded training**
- **The losing command is responsible for funding students attending training TDY enroute to their next duty station**
- **Students should have a DD Form 1610, in addition to their PCS orders, prior to departing their losing installation**
- **If 1610 is not issued a fund cite should be in the special instruction on PCS orders (The gaining command will need the fund**

Classroom / Facilities

- Classroom is your home – treat it as such
- Safety
  - Cords on sides of classroom
  - Use center aisle
  - Limit desk clutter
  - Drinks require lids
- Limit eating in class
- No tobacco products in room
- Smoking Area
- Gate traffic (Family Day & Graduations)
- Lunch options (PX, golf course, clubs, hospital, off post)

Building 10000



Protocol

- **You are the <u>senior class</u> at the SSI – Lead by example; follow proper protocol, military customs and courtesies; set the standard for uniform, appearance, and professionalism**
- **The class will <u>stand</u> for the entrance of each VIP guest speaker in the grade of GO, SES, COL, GS-15, or LTC**
- **Stand when asking a VIP a question until told otherwise**
- **<u>No sidebar conversations</u>**
- **<u>Give instructors undivided attention at all times</u>**
- **Keep noise level down while in the hallways**
- **Be seated on time and prepared for class**
- **Cell phone and Blackberry use on breaks and lunch only**

Emergencies

- Evacuation Plan (see bulletin board & posted route)
- Assembly Point
  - Across the street from the Tank
  - Group Leaders are responsible for accounting for their group
- Accident/Health Emergency – contact cadre

Attendance Rules

- **Students are required to attend ALL classes**
- **No Passes during the course**
- **All students must attend Graduation**

Staff Duty: Hours of Operation

- **Monday – Friday: 0500 - 1800 (doors lock unless provided additional access by the G3)**
- **Saturday – Sunday: 0800 - 1000 and 1600 – 1800**
- **After duty hours: 803.319.1013 (Coordinate with instructors to utilize classroom after duty hours)**

Class Officers

- **Class Leader/ Assistant Class Leader: Major Kovatch / 1SG Werden**
- **Group Leaders:**
  - **FIRST 30 DAYS: MAJ Hambrick**
  - **RESET: MAJ Kovatch**
  - **TRAIN/READY: CPT Brown**
  - **AVAILABLE: CPT Eldridge**
  - **DEPLOYMENT: CPT Lyton**
  - **REDEPLOYMENT: CPT Bloomer**
- **S-1: SSGP Williams**
- **S-3: CW2 Rivera**
- **S-4: CW2 Hatcher**
- **S-6: CW2 Ryals**
- **Break Monitor: SFC Townsend**
- **Lecture Signs: SFC Triblett**
- **Key Custodian: SFC MartinezGarcia**

Class Officers

- **AGCRA Representative: SSGP Williams**
- **Student Luncheon: MAJ Hambrick**

Class / Group Leaders

- Senior Class / Group Officers
- Assist the Course Director with overall class management
- Ensure class officers execute tasks
- Represents the student chain of command
- Account for group members daily and during emergencies/evacuations
- Bring ideas, issues, recommendations to the cadre
- Overall responsibility for daily classroom appearance
  - Trash emptied
  - Whiteboards clear
  - Desks clean
- Conducts Safety Briefing for first weekend and/or holiday weekends

S-1

- **Day 1: Complete Emergency Contact Roster**
- **Day 1: Meet E Co 369 AG BN POC and pick daily status sheets**
- **Day 1: Complete Emergency Contact Roster**
- **Day 2: Ensure every student gets a hard copy of the Emergency Contact Roster and it's posted on the Blackboard Discussion Board**
- **Day 3: Verify Class Proof roster, turn in to Instructor.**
- **Provide E Co and Course Instructors a copy of the Class Emergency Contact Roster**
- **Each Day: Ensure Class status on the daily status sheets provided by E Co is turned in each day by 0815 (Form must be signed by cadre) before turn in E Co**

S-3

- **Collects Comment Cards (3x5 cards) end of first week**
  - **Shape course development**
  - **Capture AAR detailed comments while fresh in mind**
  - **Improve HR training in all courses to better prepare HR professionals**
- **Compiles list of due-outs for cadre <u>at end of each day</u> and follow up to ensure feedback**

S-4

- Assists Course Director and instructors with class equipment and supplies
- Coordinate with S-4 for supply brief
- Coordinate with S-4 for all classroom supply request

S-6 (1 of 2)

- Assists Course Director and instructors with class equipment
- Assists fellow students with IT requirements
  - Computer workstation problems
  - Email access
  - Log-on ID / Password
- Ensures Presentation Laptops and 3M Boards are logged on each morning

S-6 (2 of 2)

- All students issued a laptop for classroom use
- All computers have internet access as well as Microsoft applications
- Do NOT remove mouse, add additional software, or alter laptop defaults
- Printer in back of classroom
  - Limit printing – DO NOT print briefing slides
  - Notify a member of the Cadre prior to printing large files
- See Class Automation Officer for additional assistance
- Logoff computers at end of each day – do NOT shutdown
- Class briefings – Bb

AGCRA Representative

- **Contacts AGS AGCRA Representative for the Sutler Store visit: Mrs. Bishop at 803-751-8327**
- **Collects orders for the class and coordinate purchase / pickup**
- **Contact Ken Fidler 803-751-6714 for AGCRA membership, or visit the AGCRA website at www.agcra.com**

Break Monitor

- Monitor the time – 10 minute break each hour
- Recommend (politely) a break to the instructors in the event that they run past the scheduled break
- Notify students one minute prior to the end of each break to return to their seats

Course Materials

- Learning Resource Center (LRC) (http://www.ssi.army.mil)

- Blackboard (https://ssi.ellc.learn.army.mil)
  - Clear the Cache/History each morning
  - Everything in one location
  - Logon as soon as you arrive to class
  - Review Announcements
  - Review Calendar
  - Have the day's classes loaded to your desktop prior to 0800

Quiz and Test

YOU MAY

- Use ARs, ADPs, ADRPs, FMs, or any other doctrinal publication
- Save regulations to your desktop or you may use a printed copy
- Use typed or handwritten notes (must be turned in at the end of the exam)

YOU CANNOT

- Use the HR planners handbook
- Use the internet
- Use notes cut directly from the slide notes
- Use slides from the course
- Use anything but doctrinal publications
- Use PE's

Assessment	Allotted Time
Quiz	1 hour
Final Examination	2.5 hours
Start Time:	Stop Time:
Password:	

Brigade S-1 Operations Course

What are your questions?